

**BY ORDER OF THE 375TH
AIRLIFT WING COMMANDER**



AIR FORCE INSTRUCTION 11-215

**SCOTT AIR FORCE BASE
Supplement 1**

15 JULY 2003

Flying Operations

FLIGHT MANUALS PROGRAM (FMP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 375 OG/OGV (Maj Scott R. Schlapkohl)

Certified by: 375OG/OGV
(Lt Col Richard W. Milliken)

Supersedes AFI 11-215, 375AWS1,
13 November 1998.

Pages: 6
Distribution: F

AFI 11-215, *Flight Manuals Program (FMP)*, dated 11 July 2001, is supplemented as follows: Implements AFD 11-2, *Aircraft Rules and Procedures*. Chapter 11 establishes FMP management policies and procedures for the 375th Operations Group (OG) Technical Order Distribution Office (TODO) and each FMP Technical Order Distribution Account (TODA) aligned under the 375 AW and 932 AW. This instruction establishes uniform responsibilities and procedures for FMP management; applies to all active duty, Air Reserve Technician, Air Force Reserve, civilian employee, and civilian contractor personnel who manage and maintain FMP technical data in the 375/932 AW.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

11.1. 375 OG and 932 OG Local Flight Manual Program Procedures

11.2. **Applicability.** This supplement provides local guidelines for 375 OG and 932 OG assigned and attached C-9A and C-21A aircrews, and unit FMP TODAs. Post this supplement behind the basic volume.

11.4. (Added) **Administration.** The 375 OG Standardization/Evaluation (375 OG/OGV) has overall responsibility for administration of this supplement. Units are not authorized to supplement this chapter; however, all personnel are encouraged to propose changes to 375 OG/OGV. Use AF Form 847, **Recommendation for Change of Publication**, to recommend improvements to flight publications in this supplement. Forward completed AF Forms 847 to 375 OG/OGV; 859 Buchanan Street, Scott AFB IL, 62225-5118. E-mail address is <mailto:375OG-OGV@scott.af.mil>.

11.5. (Added) **Reference.** Operations Group personnel who have TODO and FMP TODA duties will be familiar with their responsibilities outlined in the following publications: DOD 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*; AFD 21-3, *Technical Orders*; AFI 11-202V2, *Air-*

crew Standardization/Evaluation Program; AFI 11-215, Flight Manuals Program (FMP); AFI 31-401, Information Security Program Management; AFI 33-360V1, Publications Management Program; TO 00-5-1, AF Technical Order System; TO 00-5-2, Technical Order Distribution System; TO 00-5-17, USAF Computer Program Identification Numbering (CPIN) System; and 375 AWI 90-502, Technical Order Distribution Office (TODO) Management.

11.6. (Added) **Responsibilities:**

11.6.1. (Added) Wing TODO. The 375 AW has established a Wing TODO that, IAW 375 AWI 90-502, is responsible for overall TO policy for all TO users within the wing,

11.6.2. (Added) OG TODO. The 375 OG/CC has established the OG TODO and will appoint an officer or NCO from the 375 OG/OGV staff as flight manuals' control officer using AFTO Form 43, **USAF Technical Order Distribution Code Assignment or Change**. An alternate flight manuals' control officer may be appointed to ensure continuity in the flight manuals program. The OG TODO is responsible for the 375 OG Flight Manuals Program.

11.6.2.1. (Added) The OG TODO will coordinate with the Wing TODO concerning changes of OG TODO personnel by forwarding a copy of the revised AFTO Form 43 to the Wing TODO.

11.6.2.2. (Added) The OG TODO will receive training IAW TO 00-5-2. Both the *General Technical Order System* and the *Advanced Technical Order System* computer-based training must be accomplished within 30 duty days of appointment. Both courses can be found on-line at <https://etraining.aetc.af.mil/ADLSite/Index.htm>. Forward the course completion certificates to the Wing TODO.

11.6.2.3. (Added) The OG TODO will compile, maintain, and update, as required, a listing of all FMP TODA accounts and points of contact within the OG.

11.6.3. (Added) FMP TODA. All flying units that receive flight manuals from the OG TODO will establish a unit FMP TODA. Unit commanders will appoint FMP TODA personnel as their flight manuals' control officer in writing.

11.6.3.1. (Added) FMP TODAs will forward a copy of their appointment letter to the OG TODO.

11.6.3.2. (Added) FMP TODAs must accomplish the *General Technical Order System* computer-based training within 30 duty days of being appointed. This course can be found on-line at: <https://etraining.aetc.af.mil/ADLSite/Index.htm>. FMP TODAs will forward a copy of their *General Technical Order System* course completion certificate to the OG TODO.

11.6.4. (Added) TO Library Custodians. All TO library custodians will accomplish a List Of Effective Pages (LOEP) check annually, and LOEP check as changes are received prior to posting changes.

11.6.4.1. (Added) Aircrew members are the library custodians of their individual TOs.

11.6.4.2. (Added) Superseded or excess technical data will be shredded. A standard shredder will be used to destroy unclassified material. Classified material will be destroyed IAW DOD 5200.1-R, *Information Security Program*, AFI 31-401, and AFI 61-204, *Disseminating Scientific and Technical Information*.

11.7. (Added) **Flight manuals' control:**

11.7.1. (Added) OG TODO Procedures. The OG TODO will use the Automated Technical Order Management System (ATOMS) 2000 to maintain records on TO requirements and transactions.

11.7.1.1. (Added) When a shipment of flight manuals, checklists, changes, safety or operational supplements is received, the OG TODO will check the shipment for completeness, enter the shipment into ATOMS, run an ATOMS distribution report, segregate each TODAs' TOs into separate groups, and notify each TODA via e-mail to pick up their TOs. The OG TODO will make special arrangements to deliver new TOs to deployed aircrews. The OG TODO will notify HQ AMC/DOV when all 375 AW (932 AW as applicable) units have received their TOs. HQ AMC/DOV will release the TOs for distribution via the Flight Crew Information File (FCIF).

11.7.1.2. (Added) When an interim safety or operational supplement is received, the OG TODO will extract applicable information from interim safety or operational supplement messages and reproduce the information in the format directed in AFI 11-215/AMC1.

11.7.1.3. (Added) During nonduty hours, interim supplements affecting 375 AW aircraft are received in the Scott Command Post (SCP) by message. Upon receipt of an emergency, critical, or safety hazard notice messages, the SCP duty officer or controller will notify the on-call 375 OG/OGV point of contact, who will determine if the supplement applies. If the supplement applies to 375 AW aircraft, the SCP duty officer will determine the units and/or locations of the aircraft affected. The supplements will be transmitted to the next base of intended landing with instructions to pass to the crews, or transmitted to the units for relay to crews.

11.7.1.4. (Added) The 375 OG/OGV will issue AMC Form 446, **Flight Crew Information File**, to ensure aircrew members are aware of changes or supplements to manuals, directives, and forms.

11.7.1.5. (Added) Required Flight Manuals. The FCIF Master Publications Index is accessible via the 375 OGV web page at: <https://www.scott.af.mil/375aw/375og/375ogv/publications.htm>. The Master Publications Index performs three tasks: First, it is the 375 OG means of tracking the currency of flight manuals. Second, it provides a list of flight manuals that subordinated units should include in their FCIF Library. Finally, it is used to create the Flight Crew Bulletin, which includes a list of required publications for each crew position.

11.7.1.6. (Added) Delayed flight manuals. The OG TODO will initiate tracer action for excessive delays in receiving flight manuals IAW TO 00-5-2.

11.7.1.7. (Added) The OG TODO will perform annual account inspections on all FMP TODAs using the criteria in TO 00-5-2, Chapter 3, and the ASEV Standards Guide during the unit's annual Staff Assistance Visit (SAV). One month prior to the SAV, the OG TODO will prepare and forward an ATOMS TO Series Inventory by Account listing to the FMP TODA.

11.7.2. (Added) FMP TODA Procedures. The FMP TODA will maintain records on TO requirements and transactions. The FMP TODA will:

11.7.2.1. (Added) Develop and maintain written procedures to implement and manage the flight manuals program.

11.7.2.2. (Added) Publish written procedures ensuring rapid distribution of flight manuals, checklists, changes, and safety or operational supplements.

11.7.2.3. (Added) Publish written procedures ensuring rapid transmission of interim safety and operational supplements.

11.7.2.4. (Added) Ensure individuals in- and out-process through manuals' control. Use AMC Form 42, **Publications Control Record**, or suitable substitute to track publications for individual crewmembers

received during in- and out-processing. Flight manuals must be returned to the unit when the member out-processes.

11.7.2.5. (Added) Conduct initial and annual reviews to ensure individuals are posting changes and supplements IAW TO 00-5-1 and AFI 33-360V1, Chapter 7. Ensure paragraphs in the basic TO that are affected by supplements are annotated to reflect the supplement number.

11.7.2.6. (Added) Certify initial issue, initial review, and annual review on the individual's Air Force Operations Resource Management System (AFORMS). The accomplish date on AFORMS certifies initial and annual review of required publications for currency and posting. Each FMP TODA is responsible for certifying manuals review AFORMS inputs.

11.7.2.7. (Added) Perform annual and routine TO account record checks as directed in TO 00-5-2, Chapter 3. Annual checks should be completed prior to the SAV team's arrival. Document routine checks and annual TO account records checks using a spreadsheet similar to **Table A5.1. (Added)** Document annual library inventories on the ATOMS TO Series Inventory by Account Listing provided by the OG TODO.

11.7.2.8. (Added) At the discretion of the unit commander, 932 AW units may forego issuing TOs to individual crewmembers and elect to maintain publications for each assigned mission design series aircraft. Units must maintain sufficient publications for crewmember self-study, training, and FCIF libraries (including contingency; active duty, and United States Air Force Reserve interfly deployments). Individual crewmembers may request and receive their own copies, if desired. The unit commander is responsible for the accuracy of all TOs unless issued to an individual crewmember. Specific guidance will be published in AFI 11-2C-MDSV3, Chapter 10.

11.7.3. (Added) New, Rescinded, Supplemented or Changed Publications Procedures:

11.7.3.1. (Added) AFIs posted to the Web are automatically released. AMC instructions/supplements and TOs will be released by message from HQ AMC. **Exception:** Interim Safety Supplements will be released immediately upon receipt by the unit.

11.7.3.2. (Added) When new, rescinded, supplemented, or changed AMC regulations/supplements are found during a review that have not been released by HQ AMC, query HQ AMC/DOV to determine when they will be released.

11.7.3.3. (Added) If a new publication has a 375 AW supplement, notify the Chief, 375 OGV, who will initiate required actions.

11.8. (Added) **FMP Publications Improvements.** See AFI 11-202V2/AW1 (Chapter 9) for further guidance on FMP publications improvements (AF Form 847).

11.9. (Added) **Forms Adopted.** AF Form 847, **Recommendation for Change of Publication**, AFTO Form 43, **USAF Technical Order Distribution Code Assignment or Change**, AMC Form 42, **Publications Control Record**, and AMC Form 446, **Flight Crew Information File**.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DOD 5200.1-R, *Information Security Program*

DOD 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*

AFI 31-401, *Information Security Program Management*

AFI 33-360V1, *Publications Management Program*

AFI 61-204, *Disseminating Scientific and Technical Information.*

TO 00-5-17, *USAF Computer Program Identification Numbering (CPIN) System*

SAFBI 21-123, *Technical Order Distribution Office (TODO) Management.*

Abbreviations and Acronyms

AFORMS—Air Force Operations Resource Management System

ATOMS—Automated Technical Order Management System

FCIF—Flight Crew Information File

LOEP—List of Effective Pages

OG—Operations Group (Unit Designation)

SAV—Staff Assistance Visit

SCP—Scott Command Post

TODA—Technical Order Distribution Account

TODO—Technical Order Distribution Office

Attachment 5 (Added)**REQUIRED T.O. CHECKS.****Table A5.1. (Added) Documentation of Required TO Checks**

Range of TO Records Checked or Inventoried	Type of Check	Date Performed	Name of Individual
1C-21A-1 to 1C-21A-6CF-1	Routine	30 Jan 20xx	Capt I.M. Great
00-5-1 to 1-1-300	Annual	30 Mar 20xx	1Lt I. M. Too

SCOTTY E. LEWIS, Colonel, USAF
Commander, 375th Operations Group